

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

October 17, 2011

ADDENDUM #1

INVITATION FOR BID #12-23

ANNUAL – MOVING SERVICES

THIS ADDENDUM IS TO: **Answer the following Questions:**

Q1. It is our interpretation that you require all pricing at prevailing wage rates, even though only a small portion is administrative furniture.

A1. Yes

Q2. Article 3 3.3 - Will the work performed and materials supplied be based on Actual Time and Materials?

A2. Yes

Q3. Pg 6 of 34: C. asks for a "Total Firm Fixed Fee" and refers to a "timeline" in the specifications. I assume the timeline is the 2,000 hrs of moving and 250 hours of packing in the Itemized Bid Form on pg 29 of 34. The specifications refer to an indefinite number of various types of jobs. What if in the course of executing the contract the timeline is exceeded?

A3. We will monitor the number hours as each move is completed. The number of hours is a not to exceed total.

Q4. pg 29 of 34, the Itemized Bid Form, to wit:

1. Moving of designated..... 2,000 hrs. @ \$____/hr.

is this /man-hour? The hourly rate is a function of the number of men and trucks being used for the particular job.

For example: if a job takes 4 men @ \$50/hr and 1 truck @ \$40/hr the hourly rate for the job is \$240. The hourly rate/man is \$60.

If a job takes 6 men @ \$50/hr and 2 trucks @ \$40/hr the hourly rate for the job is \$380. The hourly rate/man is \$63.35. Also, there is a tariffed fuel charge based upon the distance between points times the number of trucks.

I need guidance in how to fill this in.

A4. We are requesting an hourly rate per man that should include all overhead/profit and other charges.

Q5. Similar to 1. above, the packing rate is a function of the number of men and the amortized truck rate (to transport the packers and materials), 3. 4. 5. Are the packing boxes required to be those exact dimensions? If so, where does one obtain them? If not, can I bid our boxes closest in volume to those listed?

A5. The size of the box to be bid should be as close to the stated size as possible.

Q6. What is a Packing Crate and where does one obtain it? What is it used for?

A6. It is a plastic container that is used in lieu of cardboard boxes for heavier/loose items.

Q7. Will you need tape to seal the boxes, poster tubes for school supplies and drawings, bins for pictures, white boards, and miscellaneous items, marking pens, labels, etc.?

A7. No

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.

A handwritten signature in black ink that reads "Rositha Durham". The signature is written in a cursive, flowing style.

Rositha Durham
Chief Procurement Officer